

REPORT: CENTRAL MAIL, ACCOUNTS PAYABLE, DUPLICATIONS REPORT JAN 2023

DATE 2/24/2023

DUPLICATIONS:

PAGES-	4,551
REQUESTS-	10
PUBLIC DEFENDER-	1500

MAILROOM:	DATES	TOTAL	PIECES
	1/6/2023	\$58.87	205
	1/2-1/6	\$1,922.59	2070
	1/12/2023	\$62.30	217
	1/9-1/13	\$3,222.39	3956
	1/16-1/20	\$1,957.88	2346
	1/25/2023	\$97.92	341
	1/23-1/27	\$2,637.99	2878
	1/31/2023	\$90.16	362
	1/31/2023	\$63.02	218

TOTALS	\$10,113.12	12593
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** 40 BOOKS OF STAMPS USED IN 2022

COPY PAPER USAGE:	TCOB	COPY	CARD
LETTER:		16 CASES	0
LEGAL:			
LEDGER:		1 REAM	
COURTHOUSE		25 CASES	
111 BLDG		11 CASES	*5 CASES PUBLIC DEFENDER
		57 CASES, 8 REAMS LETTER 3	
TOTALS		REAMS LEGAL	2 REAMS

ACCOUNTS PAYABLE:	INVOICES	AMOUNTS
BI-WEEKLY	44	\$ 434,601.08
UTILITIES	37	\$ 70,095.22
P-CARD	8	\$ 11,218.23
POSTAGE		
MAINTENANCE		
TOTAL	89	\$ 515,914.53